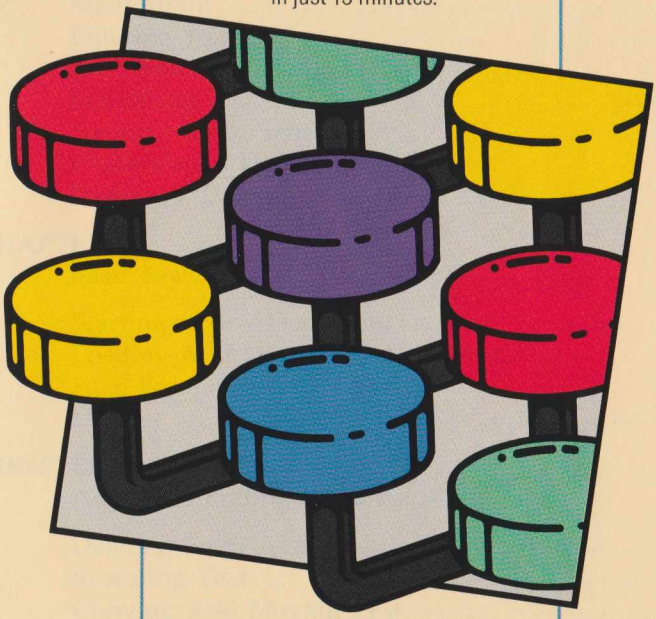
CREATIVE WRITER™

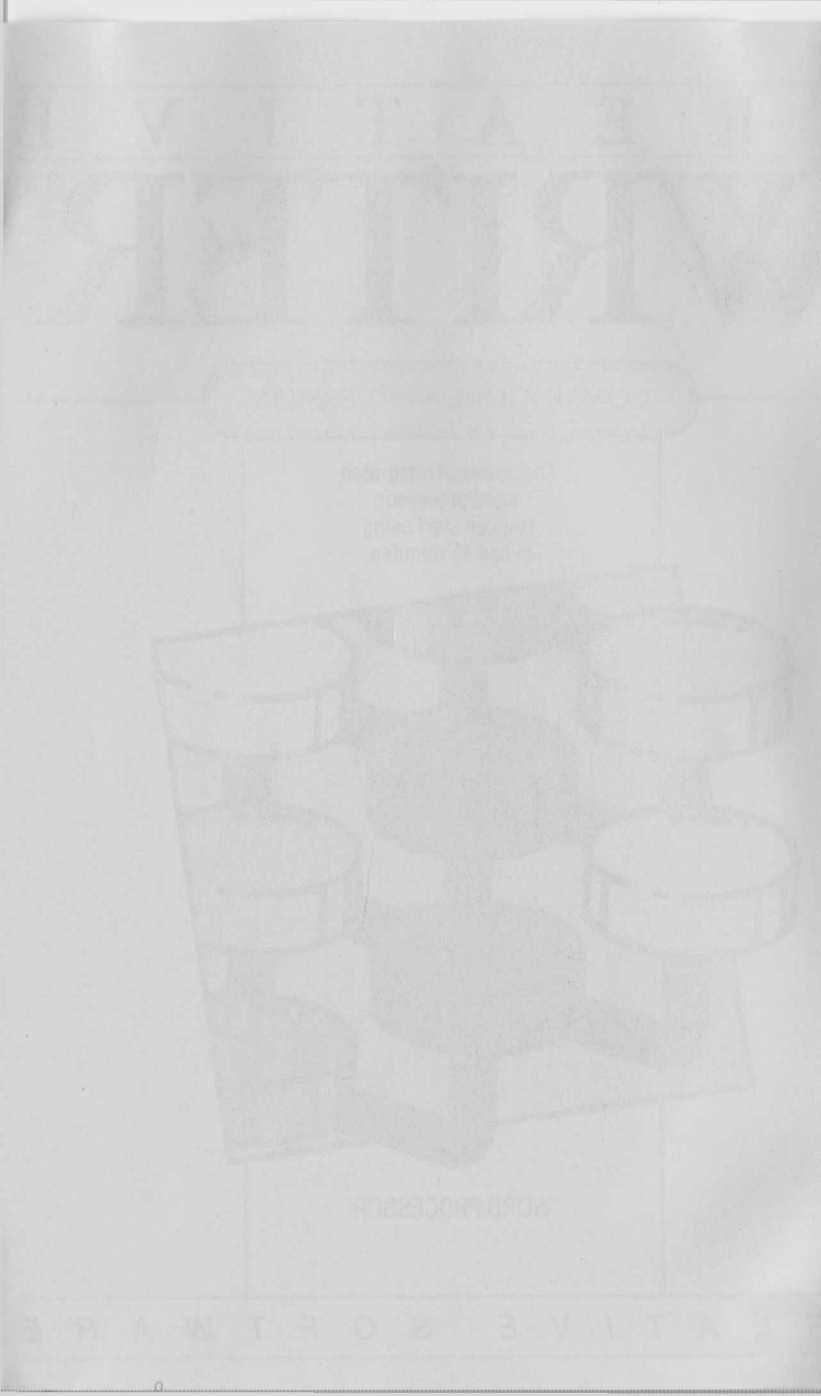
COMMODORE 64™ VERSION

The powerful integrated
word processor
you can start using
in just 15 minutes.



WORD PROCESSOR

CREATIVE SOFTWARE



CREATIVE WRITER
TABLE OF CONTENTS

Page

INTRODUCTION

Hardware Needed To Run This Package 1
Capacities And Limitations 1
Using This Manual 2
Printer Requirements 2

CHAPTER 1

Writing a Document

Main Menu 3
Entering Text 4
Text Editing 5
Initializing a Disk 7
Saving a Document 7
Previewing a Document 8
Printing a Document 8

CHAPTER 2

Basic Features

Starting a New Document 10
Loading And Destroying Documents 10
Page Format 11
Utilities 13

CHAPTER 3

Advanced Editing Commands

Deleting Text 14
Restoring Text 15
Copying And Moving Text 16
Placing Text 16
Searching And Replacing 17
Inserting Text 19
Viewing Text a Screen At a Time 19
Going To Beginning Or End Of Document 20

Page

CHAPTER 4

Imbedded Print Controls

Left And Right Margins 21
Line Spacing 21
Forcing a New Page 22
Justification 22
Linking Document Files 22
Centering 22
Headers And Footers 23
Tabs 23
Keep 24
Comment Lines 25
Integrating Creative Writer With
Creative Filer And Creative Calc 25
Include Files 25
Variables 26

Creative Writer
INTRODUCTION

Congratulations! You have just purchased the most complete home and personal electronic word processor for your Commodore 64 computer. By using this program you'll be able to create documents and manipulate text in ways which weren't possible with pen and paper or typewriter.

HARDWARE NEEDED TO RUN THIS PACKAGE

The Creative Writer program is on the diskette you received with this manual. Additionally, you'll need a single disk drive and diskettes to store the documents you create, and a printer to print them.

CAPACITIES AND LIMITATIONS

Creative Writer lets you produce documents simply and electronically. You can do this by creating documents on your monitor or television screen. Once created you'll be able to preview your document before you print it, add, delete or modify text, print the document and store it on disk.

Creative Writer is very easy to use. You simply select the operation you want to do from a menu. The program guides you through each step and "Help" screens are available. After just a little experience, you will seldom need this manual.

You can create documents of any size with Creative Writer. There is room in the computer memory for 700 lines of text, which is approximately 23 double spaced standard pages. For documents longer than this, you can break it into parts, such as chapters or sections. You give each part a different name

when you save it on the disk. The parts can be linked together so they can be printed as one document. This linking can be extended to additional disks, if necessary. This means that the longest possible document you can write and print is limited only by the disks available!

USING THIS MANUAL

This manual assumes that you are familiar with the Commodore 64 computer, know how to turn on the computer, load programs from the disk drive, and know the common functions of the keyboard. The manual will lead you through all the menu options, step by step, with specific examples.

You should prepare to spend anywhere from one to two hours going through the manual and trying out all the features the first time. Probably the best way to learn Creative Writer is to do each step on the computer as you are reading the manual.

PRINTER REQUIREMENTS

Creative Writer will print with any Commodore compatible printer if it is properly hooked up to the computer. Technically, this means that when using a Commodore compatible printer, Creative Writer will print to secondary address 7 in order to get upper and lower case letters.

You also have the option of printing to a standard ASCII printer. In this case, Creative Writer will convert the C-64's characters to standard ASCII characters prior to sending the characters to the printer. It is up to you to insure that the ASCII printer is properly interfaced.

Creative Software does not guarantee compatibility with any non-standard printers.

CHAPTER ONE
Writing a Document

To start Creative Writer, first turn on the computer. Then insert the Creative Writer disk into the disk drive. Type **LOAD "*",8** and press **RETURN.** The computer loads this program and then displays READY. Type **RUN** and press **RETURN.** The disk drive will run for about a minute while the rest of the Creative Writer program loads into memory. The screen will then display the Main Menu as shown below. This chapter gives you a brief description of each of the main menu options, and gets you started typing your own documents.

MAIN MENU

CREATIVE WRITER

Options:

0..New Document	**5..Write**
1..Load Document	**6..Page Format**
2..Save Document	**7..Preview**
3..Destroy Document	**8..Print**
4..Disk Catalog	**9..Utilities**

Enter Option

Option 0 erases a document from computer memory so you can start a new one.

Option 1 lets you load a document you have previously stored on a disk.

Option 2 lets you save a document on a disk.

Option 3 lets you destroy (erase) a document you have on disk.

Option 4 displays a list of all the documents you have on

disk. It also allows you to either load or destroy any of the documents listed.

Option 5 allows you to write a document and change it easily.

Option 6 lets you customize the format of a document by changing such things as page length, page width, page numbering, margins, and so on.

Option 7 lets you preview what your document will look like before it is printed.

Option 8 lets you print a document on your printer.

Option 9 provides four useful utilities: You can initialize a disk; you can check both the horizontal and vertical spacing of your printer; you can see how many lines of text you have entered into a document, and how much memory is still available.

Let's get started by typing, previewing, and printing a short document. Although Creative Writer has a complete set of advanced editing and formatting features, you don't have to learn them all at once. If you haven't done it already, load Creative Writer and that will bring the Main Menu to the screen.

You begin everything you need to do by selecting one option at a time from this menu. You can return to the Main Menu at any time by pressing function key **f 7**. As long as you have the program disk in the disk drive, help is always available by pressing function key **f 3**. Which screen you see depends on which option you are in when you press the help key. The help screens give you concise information about the option and also tell you how to continue, go to closely related options, or return to what you were doing.

ENTERING TEXT

To enter text you go from the Main Menu to the Write

screen. Press function key **f 5.** In the upper left hand corner of the screen you see a blinking black square. This is the "cursor." The cursor shows where the next character you type will appear.

Now you're ready to enter some text. We have provided a sample document following this paragraph. Just copy it. If you make some typing errors, leave them and go on. You'll learn to correct errors a bit later.

> **As you type the sample document try to watch the screen. Notice the blinking black square. This is the cursor and always shows the position where the next character will appear.**
>
> **When you reach the end of a line the cursor automatically jumps to the beginning of the next line. If you are in the middle of a word at the end of a line the word is moved down to the next line. This is called "word wrapping."**
>
> **You only need to use the RETURN key to end a paragraph. Notice the large dot you get on the screen when you hit the RETURN key. Hit the RETURN key twice if you want to separate paragraphs with a blank line. Creative Writer considers any text ending with a carriage return or a blank line as a paragraph.**
>
> **Notice what happens when you reach the end of the last line on the screen. The screen scrolls up one line and you can continue to enter text.**

TEXT EDITING

We all make mistakes and change our minds. Correcting errors or making changes with a typewriter is a lot of work. Creative Writer makes it easy. All that you have to do is move the cursor, delete what you want to change, and insert new text.

Cursor Movement

You have already seen the cursor move automatically

while you were typing in the sample document. You can move the cursor anywhere on the screen, using the control keys in the lower right corner of the keyboard. The CRSR key with the vertical arrows controls the up and down movement of the cursor.

To move the cursor down you press the CRSR key; to move the cursor up press the CRSR key and the SHIFT key at the same time. To move the cursor to the right press the CRSR key with the horizontal arrows. To move the cursor to the left press the CRSR key and the SHIFT key together.

The CLR/HOME key moves the cursor to the upper left corner of the screen, and the shifted CLR/HOME key moves the cursor to the lower left corner of the screen. Experiment with these keys by moving the cursor around on the sample document you just typed in.

Deleting Text

The "deletion" feature is a very useful tool. If you want to correct an error or remove text you can make the error vanish and then type in your change. The INST/DEL key is at the upper right-hand corner of the keyboard. Pressing the INST/DEL key deletes the character to the left of the cursor. The following text in the paragraph is automatically adjusted. If you hold the INST/DEL key down it continues to delete characters until you let it up.

Inserting Text

When you press the INST/DEL key and the SHIFT key at the same time a space is inserted at the cursor position. You can then type a character into the space. Try it. Position the cursor to the right of the place you want to make an insertion. While holding down the SHIFT key, press the **INST/DEL** key. Type in the character you want to insert. The INST key repeats if you hold it down.

Try correcting the sample document using these editing keys. You will learn some advanced techniques that make editing even easier in Chapter 3.

INITIALIZING A DISK

You can save the document you've written or edited on disk. But first you will need to initialize a disk to save it on. You can't save documents on the program disk. It is protected so that you can't accidentally damage the program. Here's how to initialize a disk.

Press function key **f 7** to return to the Main Menu. Then press **9** and hit **RETURN**; this gets you to the Utilities Menu. The screen displays the four utilities available. Remove the program disk from the disk drive and insert a new disk or an old disk you want to reuse. Be careful! The next step will completely erase any data that may be on the disk. Enter a **1** to select the "Initialize/Erase Disk" option and press **RETURN.**

The screen displays "WORKING (approx. time 2 min.)" while the disk is initialized. Press **f 7** to return to the Main Menu.

SAVING A DOCUMENT

To save the document you have in the computer's memory, select option 2 from the Main Menu and hit **RETURN.** Creative Writer asks you for the name of your document. The name can be up to 12 characters long. Enter the name using any characters except a question mark, comma, colon, asterisk, and quotation mark. Illegal characters are not accepted by the program. You then press **RETURN.** Creative Writer saves the text to disk and returns you to the Main Menu.

Text not saved to disk will be lost if you turn off your computer or if there is a power failure while you are entering text. It's a good practice to save your work when you leave the

computer. If you're working on a long document you may want to save your work about every half hour.

PREVIEWING A DOCUMENT

The form of your document will change when it is printed. The lines will be longer and the overall length will be shorter. Select option 7, PREVIEW, and hit **RETURN.** The screen graphically displays how the first page of the document will look when printed (8½ by 11 inch paper with the default formatting values). For documents longer than one page, pressing the space bar displays the next page of the document. You can step through the entire document in this way.

The default format values should be satisfactory most of the time. Chapter 2 explains how to get any format you wish for almost any size paper. From the Preview option you can go directly to the Write Screen by pressing **f 5** or to the Format Menu by pressing **f 2.** Pressing **f 7** takes you back to the Main Menu.

PRINTING A DOCUMENT

When a document is finished, you can print it to a Commodore or compatible printer. To do this, select option 8 from the main menu. You'll see the following questions:

	Current Value
Number of Copies? (1-999)	1
First page to print? (1-999)	1
Starting page number? (1-999)	1
Pause between pages? (Y/N)	N
Commodore or ASCII? (C/A)	C

You can move the cursor, using the up- and down-arrow keys, among these options to change them from the default value.

To print more than just one copy of a document, change the value for Number of Copies. If you want to print a document starting on a page other than the first page, you can change the value of First page to print. Creative Writer will not start printing until it reaches this page number, and will keep all headings, footings and paging correct.

If you want to start the page numbering at a number other than one, change the value of Starting page number. If you're using single sheet paper, rather than continuous form paper, you'll have to pause between pages in order to insert a new sheet of paper. In this case, change the value of Pause between pages from N (for No) to Y (for Yes).

Next, you have to tell Creative Writer whether you're using a Commodore or Commodore-compatible printer, or a standard ASCII printer. For a Commodore or compatible printer, Creative Writer prints to secondary address 7 in order to insure proper upper/lower case printing. If you don't have a Commodore or compatible printer, Creative Writer will print to a standard ASCII printer. In this case, it doesn't print to secondary address 7, and converts the C-64's characters to standard ASCII characters as they are printed.

When this screen has been completed, you start printing by pressing the **f 2** key. When printing is done, Creative Writer will return to the main menu.

You can interrupt the printing at any time by pressing any key on the keyboard. Creative Writer will then ask you whether to continue or cancel printing; press Y to continue printing, or N to cancel printing.

CHAPTER TWO
Basic Features

You have already used most of the Main Menu options to create, edit, save, preview, and print a short sample document. This chapter explains how to use the options not yet covered.

STARTING A NEW DOCUMENT

If while working on one document, you want to stop and go to another document, return to the Main Menu. Then press 0 for the New Document option. The document text in computer memory is erased. If you have text you want to save, remember to save your document before starting a new one or it will be lost.

LOADING AND DESTROYING DOCUMENTS

Creative Writer gives you two ways to load a document or destroy (erase) a document stored on disk. You can load a document by selecting option 1, LOAD DOCUMENT from the Main Menu. Creative Writer asks for the document name. You enter the name and press RETURN. Creative Writer then loads the document if it is on the disk, or displays an error message if it isn't found.

You can destroy a document in the same manner by selecting option 3, DESTROY DOCUMENT, from the Main Menu. Creative Writer asks for the document name. You enter the name and press **RETURN.** The document is erased if found, or an error message is displayed if the document isn't found.

A simple way to load or destroy a document is to select option 4, Disk Catalog, from the Main Menu. The screen displays the names of all the documents on the disk, three names on each row. On this screen the cursor is a long bar. Use the cursor control keys to move the cursor over a document name. To load

the selected document, type **L** and press **RETURN**. To destroy the document, type a **D** and press **RETURN.**

PAGE FORMAT

If the default format for printing is not what you want, select option 6, Page Format, from the Main Menu. The screen displays the current formatting values. The cursor is at the current value for paper width. To change any of these values, move the cursor to the value you want to change and type over the displayed value shown under the heading Current Value. To move the cursor down the column, use the RETURN key. To move the cursor back up the column, press down the SHIFT key and the up/down CRSR key at the same time. Try it. When the cursor is on the last item in the Current Value Column, pressing RETURN returns you to the Main Menu.

Paper Width and Length

You have to tell Creative Writer what size paper you will be printing on so that page breaks are at the right places. If you aren't sure what the width in columns or the length in lines is, use the horizontal and vertical print test. These tests print column numbers and line numbers horizontally and vertically, respectively, on the paper in the printer. You can then use these numbers to figure out the size of your paper.

Margins

You set left and right margins by entering column numbers. Normally printers print ten characters per inch. If the paper is 8½ inches wide and you want one-inch margins, enter the number 10 for the left margin and 75 for the right margin.

You set the top and bottom margins by entering line numbers. Normally printers print six lines per inch. If the paper is 11 inches long and you want one-inch top and bottom margins, enter the number 6 for each.

Line Spacing

The line spacing value lets you set how many blank lines are printed between each line of text. You can have up to eight blank lines between lines of text. A value of one means single spacing (no blank lines), a value of two means double spacing (one blank line).

Justification

If you print your document just as it was typed, the right margin will look ragged. If you want the right margin lined up, enter Y for justification. Creative Writer will insert spaces as necessary between the words so that the last character of each line will print in the same column.

Page Numbering

By default, Creative Writer numbers the pages of your document on the bottom of each page. If you don't want to have page numbers, enter N for "Page Numbering." The "Top or Bottom" entry determines where the page number is printed. Enter T to put it at the top or B to put it at the bottom of the page.

You can go directly from the Page Format screen to the Preview screen by pressing **f 2.** It is often very handy to go back and forth between these two options to try out different format values. After getting the format the way you want it, you should save the document on the disk. This will save the format values as well as the text.

UTILITIES

Select option 9 from the Main Menu to get to the Utilities Menu. You used option 1 from this menu to initialize a disk in Chapter 1. Option 2, Horizontal Print Test, prints the numbers zero through nine repeatedly for a total of 132 characters. This allows you to check the maximum column width of your printer.

Option 3, Vertical Print Test, prints the numbers 1 through 132 down the left side of the page. This lets you check how many print lines you have on the paper you are using.

Option 4, Document/Memory Count, displays the number of words you have in your document in memory, how many of the 700 rows you have used so far, and how many rows are left.

CHAPTER THREE
Advanced Editing Commands

You have already discovered some advantages to using Creative Writer over a typewriter. But, the real power of word processing comes from the many features that allow you to make changes so easily. You don't have to retype whole pages of text or cut and paste to move text in your document. Creative Writer has many features that make editing easy and fast.

The advanced editing features of Creative Writer greatly speed up editing. These features let you:

- Delete blocks of text.
- Move or copy blocks of text.
- Place previously moved or copied block of text anywhere in the document.
- Search for and replace text.
- Insert text.
- View the document a screen at a time.
- Move quickly to the beginning or end of a document.

All of these features use the COMMAND mode. You enter the command mode from the Write screen by pressing the **f 1** function key. The banner at the top of the screen changes to red and displays the word COMMAND. The banner also tells you that help is available by pressing **f 3.**

To execute one of the commands, press the appropriate key after pressing **f 1.** Here are the details on each of the commands.

DELETING TEXT

Here are the steps for deleting text.

1. Move the cursor to the beginning of the text you want to delete.

2. Press the **f 1** function key to enter the command mode.

3. Press the **INST/DEL** key. The top banner displays:

   DELETE: Move Crsr or W L S P ; Return

4. Move the cursor to identify the text you want to delete. You can use the cursor control keys or the W, L, S, or P keys. "W" moves the cursor a word at a time; "L" moves it a line at a time; "S" a sentence at a time; and "P" a paragraph at a time. As the cursor moves, the text changes to reverse video. We call this highlighting. If you move the cursor too far, just move it back.

5. Press **RETURN.** The highlighted text disappears and the command mode ends.

RESTORING TEXT

Although deleted text disappears, it isn't gone forever. The deleted text is put in a special place in the computer's memory, called the "delete buffer." You can undelete or restore it. To do this, move the cursor to the spot where you want to restore the deleted text. Next press **f 1** and then press the **RESTORE** key. Creative Writer inserts the deleted text just as if you inserted it at this point. You don't have to restore deleted text immediately. You can do other things and restore it later. Also, you don't have to restore it at the same place you deleted it from. It will be restored at whatever point you put the cursor. However, there are two restrictions.

First, the delete buffer only holds 20 lines. If you delete more than 20 lines, only the first 20 can be restored. Second, the delete buffer only holds the text deleted last. If you delete a block of text and then delete a second block of text, only the first 20 lines of the second block can be restored.

COPYING AND MOVING TEXT

Copying text means duplicating a section of the text in another place in the document. Moving text means erasing text from one place in the document and inserting it somewhere else.

After pressing **f 1** to enter the command mode, press **c** to copy text or press **m** to move text. For either one you highlight the text by using the cursor controls just as you do to delete text. When you finish highlighting the text, press **RETURN.** The red banner changes to tell you to move the cursor to the point that you want to insert the text you highlighted. Where you move text, the highlighted text disappears.

Move the cursor to the destination point and then press **RETURN.** Creative Writer inserts the highlighted text at that point.

PLACING TEXT

In a similar manner to the delete command, Creative Writer temporarily stores the highlighted text when it does a copy or move command. The text is stored in a special place, called the "move/copy" buffer. This buffer holds 200 lines. You can insert this stored text anywhere in the document with the Place command. Here's how.

Press **f 1** and then press **P.** The red banner displays:

PLACE: Move Crsr into position; RETURN

Move the cursor to the point you want the text placed and press **RETURN.** Creative Writer inserts the text contained in the move/copy buffer at that point.

There is one restriction for this command. The move/copy buffer is erased whenever you use the Preview option. When you begin the process of moving or copying text you'll have to complete the process before using the Preview option. When

you use the Preview option any text that is in the buffer at that time will be erased.

SEARCHING AND REPLACING

The search command lets you search for a word or group of words in the document. Actually you can search for any string of characters you have in the document, whether they form words or not. This is very useful during editing. It's much easier to have Creative Writer find something than looking for it yourself.

Even more useful is having Creative Writer not only find something, but replace it with something else.

To search, press **f 1** and then press **S.** The red banner displays:

SEARCH:

You'll see the cursor blinking just after the colon. Type in what you want to search for (we call this the ''search string''). The search string can be up to 32 characters long. Then press **RETURN.**

There are two ways you can type in the search string: with or without a slash (/) as the first character. *With* the slash, upper and lower case is observed, and Creative Writer will find the search string even if it is imbedded in another word. For example, if you type ''/book'' as search string, Creative Writer will find bookmark, but won't find Book or BOOK. *Without* the slash, Creative Writer ignores case and looks for whole words. This means that if you type ''book'' as the search string, it will find Book or BOOK, but won't find bookmark.

Creative Writer searches the document from the position of the cursor to the end of the document. If it finds the search string in the document, Creative Writer pauses with the cursor at the first character of the found string.

The red banner reads:

SEARCH; f4-Repl F6-Set Repl f8-Search

You have several choices at this point. You can return to the Write screen by pressing **F 5.** You can search for the next place in the document where the search string occurs by pressing **f 8** (press **SHIFT** and **f 7** at the same time). Finally, you can tell Creative Writer what you want to replace the search string with. Let's cover this last choice first.

Press **f 6** (press **SHIFT** and **f 5** at the same time). The banner reads:

REPLACE:

The cursor is after the colon. Enter whatever you want to replace the search string with (we call this the "replacement string"). Press **RETURN.**

You return to the same banner and choices as before. Now you can press **f 4** (press **SHIFT** and **f 3** at the same time). Creative Writer replaces the search string with the replacement string. Everything is now set up so that you can repeat the search and replace operation easily.

Suppose you put the name "William" in a document at several places and you decide you should have used "Bill" instead. Put the cursor at the beginning of the document and follow the steps above. In this case "William" is the search string and "Bill" is the replacement string. After finding and replacing one time you are still in the Search command. Press **f 8** to find "William" again and then press **f 4** to replace it with "Bill." Repeat these two keystrokes until you reach the end of the document. Easy isn't it?

Whenever Creative Writer can't find the search string, you are returned to the Write screen with the cursor at the end of the document. You can end the search command at any time

by pressing **f 1, f 5,** or **f 7. f 1** and **f 5** returns you to the Write screen and **f 7** returns you to the Main Menu.

INSERTING TEXT

The Insert command lets you insert text easily. First move the cursor to the point where you want to insert text. Press **f 1**. That brings the COMMAND banner to the screen, and the cursor flashes at a faster rate. Then to get to the insert mode, press the **SHIFT** and **INST/DEL** keys at the same time. You'll see an extra space appear to the right of the cursor. Type in the text you want to insert.

The Insert command ends whenever you press **f 1, RETURN,** or any of the editing keys (cursor keys, CLR/HOME, or INST/DEL).

VIEWING TEXT A SCREEN AT A TIME

The command mode amplifies the effect of the up and down cursor keys. Normally these keys move the cursor up or down just one line at a time. To move quickly through the document, first press **f 1** to get into the command mode. At this point if you press the down CRSR key the document instantly jumps up 23 lines. The cursor remains in the same relative position on the screen.

This may sound a little confusing. Think of the screen as a window you can look through to see 24 lines of the document at a time. Suppose you are looking at the beginning of the document. Line 1 is at the top of the screen and line 24 is at the bottom of the screen. The cursor can be on any of these lines. After pressing the down CRSR key in the command mode, line 24 is at the top of the screen and line 47 is at the bottom. It's just as if the document behind the window popped up 23 lines.

The down CRSR key works the same way only in the opposite direction. You can press either the **f 1** or **f 5** keys to exit

the command mode.

GOING TO BEGINNING OR END OF DOCUMENT

The command mode also amplifies the effect of the CLR/HOME key. Normally the unshifted CLR/HOME key moves the cursor to the top left of the screen, and the shifted CLR/HOME key moves it to the bottom left of the screen. To amplify the effect, press **f 1** to enter the command mode. In this mode, the unshifted CLR/HOME key moves the cursor to the beginning of the document, and the shifted CLR/HOME key moves it to the beginning of the last line of the document.

CHAPTER FOUR
Imbedded Print Controls

Creative Writer gives you the ability to enter print controls in the document as you are writing it. These controls don't take effect until the document is printed. You can see a graphic display of the document's format with the Preview option. After previewing your document, you can then return to the Write Screen to make format changes or go to the Main Menu to save and print your document.

You can enter print format controls anywhere on a line and then continue entering text. The print control format change won't be initiated until the next new line of text. The exception would be the right margin setting, which would be initiated immediately.

These controls are called "imbedded" formatting controls, since they are "imbedded" in the middle of the actual text. All imbedded controls are initiated by holding the CTRL key down and pressing another key simultaneously. All imbedded commands appear in reverse video.

LEFT AND RIGHT MARGINS

To set the left margin you hold the CTRL key down and type **l** (lower case L); a reverse "l" appears. Now type in the column number. If you want to change the right margin you follow the same procedure. Creative Writer won't let you make a mistake. If you try to set a right margin *with* a smaller number than you do for the left margin Creative Writer will not accept it. An error message will be displayed.

LINE SPACING

To set the number of blank lines between lines of text, type

CTRL s. Then enter any number between 1 and 9 and press RETURN.

FORCING A NEW PAGE

You can have Creative Writer start a new page at any place in the text during printing. Place the cursor at the point in the text where you want a new page to start. Type CTRL p.

When printing or previewing, this is what will happen: Creative Writer will stop printing text on the page after you enter the page control. This won't affect the length of the page. The correct page number will be put on the page. Printing will continue on the next page.

JUSTIFICATION

Creative Writer provides the option to change justification of the right margin during printing. Put the cursor where you want justification to begin. Then type CTRL j. You then type an s (for start). You'll see the letter J in reverse video. Move the cursor to the place you want justification to end. Type CTRL j, then type an e (for end) justification. You'll see -J in reverse video.

LINKING DOCUMENT FILES

The Next control lets you link document files so that they can be printed as one long document. To do this you enter a Next control at the end of each document. Move the cursor to the beginning of a new line. Type CTRL n, then enter the name of the document.

CENTERING

You can use the Center control to get Creative Writer to center a line between the margins during printing. Move the cursor to the beginning of the line to be centered. Type CTRL c,

then enter the line you want centered. Hit RETURN and the cursor will go to the next line. Creative Writer will only center one line at a time.

HEADERS AND FOOTERS

Headers are special lines that print on the first line of every page just below the top margin. Creative Writer prints a one-line header. The maximum length of the line is determined by the settings of the left and right margins. For example, a left margin setting of 10 and a right margin setting of 80 can accept a 70-column header. You create a header by moving the cursor to the beginning of a line. Type CTRL h; follow this with the header. End your header with a carriage return.

Footers are printed at the bottom of each page. Place the control that will create a footer anywhere before the end of the first page on which you want the footer to appear. Move the cursor to the beginning of a line. Type CTRL f, and follow this with the footer.

TABS

You can use the Tab control whenever you want to arrange data in columns across the page. Numbers, names, addresses and phone numbers are often tabulated. Creative Writer lets you imbed the tabs controls in the text. You can see how your columns will look by using the Preview option.

Here's how to do it. Type CTRL t and the column number, then start typing your text. If your text starts with a number, you'll have to type a space before the number. The T will appear in reverse video on your write screen.

Here is a short sample.

```
t10 name  t30 address  t50 phone number
t10 J. Smith  t30 20 Main St.  t50 386-2456
t10 S. Ames  t30 50 Main St.  t50 286-1234
```

The imbedded tab control is always set relative to the left margin of your document. Suppose your left margin is at 10 and you type t15. Your text will start at column 25. If the printer is already past column 25 when the program reads the tab setting 25, the program will ignore the control.

Creative Writer can also tell the printer to set the tab *relative* to the current printing position by using the plus sign (+) in front of a number. t+15 will tell the printer to tab fifteen spaces to the right before printing any more text.

If you are at the left margin of your document, you can have the printer start printing to the left of this margin. You use the minus sign (–) with the imbedded control. Move your cursor to the beginning of a line. Suppose your left margin is set at 10. You then type a t-3. The next line of text will start printing at column 7. This can be used to create hanging indents.

KEEP

Creative Writer knows when there are five or fewer lines at the bottom of a page. You won't be able to tell from looking at the text while you're editing where page breaks will occur during printing. Using the KEEP option will help you keep lines on the same page where it's important. For example, putting a Keep control before a heading will insure that the heading doesn't wind up as the last line on a page.

If there are more than five lines to the bottom of a page the Keep will be ignored. You can mark text anywhere on the page with the Keep option. Here's how you do it. Move the cursor to the beginning of the first line of the text you want to keep together. Type CTRL k; you can continue to type your document on the same line.

COMMENT LINES

A comment line is a note that is a permanent part of your document. It won't appear on the PREVIEW screen or when you print your document. Move your cursor to the beginning of a line. Type CTRL asterisk (*). You can then enter your comment. Creative Writer will treat all the text following the asterisk up to the end of the paragraph as a comment.

INTEGRATING CREATIVE WRITER WITH CREATIVE FILER AND CREATIVE CALC

Creative Writer is fully integrated with both Creative Filer and Creative Calc. By using this feature, you can integrate reports from Creative Filer and Creative Calc directly into the main text of a Creative Writer document. Further, you can even create form letters using Creative Writer, and retrieve individual fields of information from Creative Filer for insertion into the form letters.

There are two basic types of files that Creative Writer integrates into a document: (1) an "Include" file is a finished report generated by Creative Calc or Creative Filer, and stored on a diskette using the appropriate option from Calc or Filer; (2) a "Variable" file is a disk file containing fields from Creative Filer, which are to be inserted into a form letter when it is printed by Creative Writer.

Note that prior to using either of the above integrated files, you must have prepared the file to be integrated and stored it on a disk by using the appropriate option in Creative Filer or Creative Calc. If you don't have these documents prepared, you won't be able to successfully use the integrated features of Creative Writer.

INCLUDE FILES

If you have a finished report saved on disk from either Filer or Calc, you can include it in the main body of a document

through an imbedded command. While you're editing a document, move the cursor to a blank line where you want the report to be included. Type CTRL i, followed by the name of the file to be included; when you're done typing in the name, press RETURN to continue editing.

During previewing or printing, Creative Writer will look for the file name (on disk) and insert the finished report (with proper paging, heading, footer, etc.) into your document. If the file isn't found on the disk, you'll receive an error message.

VARIABLES

Variables are used only in form letters, when you need to access data written by the Creative Filer report writer. A variable is imbedded into your document by typing CTRL v. A reverse-video "v" will appear, and then you simply resume typing your document.

Creative Writer will treat these imbedded variables in the following way: when you preview or print your document, Creative Writer first scans the entire document for any variables. If one is found, you'll be prompted on the screen for the name of the file from which Creative Writer will get the data to replace the variables. (This sounds more confusing than it actually is.)

You then type in a file name that has been created by the Creative Filer program. Creative Filer's report writer has the ability to put any data, from any records you choose, in the proper order for use by Creative Writer (see the Creative Filer manual for more information about this option).

As your document or form letter is printed, Creative Writer will get the data, one field at a time, from the disk file you specified. (If no disk file was specified, Creative Writer will just substitute the word "variable" everywhere it finds a CTRL v.) Next, Creative Writer places the data into the document, also keeping track of justification, line length, etc.

You can put as many variables (CTRL v) into a document as you need; you don't have to name these variables. The Creative Filer report writer allows you to put the data on the file in any order, and it is this order that determines where that data will print in your form letter. Thus, if you've done things correctly with Creative Filer, you won't have to do any more work other than to type CTRL v wherever a piece of data should fit into your document.

NOTE: An imbedded CTRL v should be treated just like any other word, with leading and trailing spaces setting it apart from the rest of the text.

This concludes the chapter on imbedded commands. Although the imbedded formatting features of Creative Writer allow you to format a document almost any way you need, you don't necessarily have to use imbedded commands. The normal editing features, in conjunction with the Page Format option in the main menu, allow you almost all the flexibility you need when writing a document.

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INDEX

—A—

* (asterisk) **25**
ASCII printers **2, 8-9**

—B—

banner **14**
beginning of document **20**
buffer, delete **15**
buffer, move/copy **16**

—C—

capacities **1**
catalog **3-4, 10**
centering **22**
CLR/HOME key **6, 20**
comment lines **25**
Commodore printer **2, 8**
copying text **16**
CTRL keys **21, 22-27**
cursor **5**
    movement of **5-6**

—D—

deleting **6, 14-15**
directory: **see catalog**
disk, initialization **7**
destroy document **3, 10**

—E—

editing text **5-7, 14-19**
entering text **4**
erasing text: **see deleting**

—F—

files **22, 25-26**
footer **23**
forced page **22**
formatting, page **11-12**
    imbedded **21-27**
form letters: **see integrating**
function keys **4, 5, 7-9**

—G—

—H—

hardware requirements **1**
headers **23**
help screens **1, 4**
highlighting **15**

—I—

include files **25-26**
indenting: **see tabs**
initializing a diskette **4, 7**
inserting text **19**
integrating with Creative Calc,
    Creative Filer **25-27**

—J—

justification **12**
imbedded command **22**

—K—

keep command **24**

—L—

left margin **21**
line spacing **12**
linking documents **22**
loading documents **10**

—M—

margins **21**
menu **3**
moving cursor **5-6**
moving text **16**

—N—

new document **10**

—O—

—P—

page break: **see forced page**
format **11**
numbering **12**
placing text **16**
preview **8**
printers **2**
printing **8**

—Q—

—R—

replacing text **17**
restoring text **15**
right margin **21**

—S—

saving documents **3, 7**
searching **17**

—T—

tab, imbedded command **23-24**

—U—

unerase: **see restore**
utilities **13**

—V—

variables **26**
viewing text **19**

—W, X, Y, Z—